

Today we have started to use WEBEX Meetings with our students to help keep us all connected. Staff have explained the protocols and expectations of student participation during video conferences.

If students are video conferencing they must:

- **Be appropriately dressed**
 - **Be in a suitable location (i.e. ideally not a bedroom but if this is the only option then please ensure the room is set up appropriately/laptop is positioned appropriately)**
 - **Have microphone muted unless asking a specific question**
 - **Contribute positively to the class**
 - **Not engage in any behaviour that would distract others from their learning**
 - **Have all of the resources at hand for the class**
 - **Use appropriate language**
 - **Use a headset or microphone (if possible) for clearer audio**
 - **Ensure there should be no recording of other people from online learning (video or audio)**
 - **Keep conversations focused on the task at hand and avoid side discussions that may distract other students**
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- **All aspects of acceptable use of E-Safety agreement continue during remote learning (this has been sent out to all parents/students for signatures in relation to remote learning)**

This week our Webex meetings will be as they were today. The main aims today were for students to see each other and to iron out any kinks. We hope to slowly and steadily introduce this platform in a way that all of our students and staff can have success.

Students and staff will take some time to become familiar with this platform and we respectfully ask for your understanding and patience as we strive to find the best way to use it effectively. Our staff have undertaken limited professional learning in this space and we will continue to build our skills over time. We are constantly reflecting and refining our work and your patience will help us take the time we require to develop our knowledge and ability to engage our students through these 'meetings'

Next week, our staff will increase the time they invest in Webex meetings- and a sample of their work flow is included further on. Staff will be available at different times throughout the day. We believe that this structure provides flexibility and acknowledges that of our families have different time constraints, work pressures and technologies that we are trying our best to work around.

If students miss the morning 'meeting' they will not be greatly disadvantaged as a summary of the day's learning tasks will continue to be posted online via SEESAW. Staff will continue to give feedback to students through SEESAW and through Meetings as well.

Student reflections that will be shared online help our staff to adapt their planning for upcoming learning tasks. If students have enjoyed, struggled or been challenged by some tasks, we'd love to get their feedback. Students are used to sharing their reflections as part of our school's Instructional model.

For any parents who have questions about the students' learning tasks, these can be asked via our established communication channels- primarily via email and phone.

Our hope is that WEBEX Meetings keeps the focus on connecting with our students and supporting their learning. In time, we may get to 'whole class' instruction- but this is further down the track and is not typical of our regular lesson structure. The direct explicit instruction in small skill based groups will have to wait until we are back in the classroom. Until then, staff will continue to provide a variety of learning tasks, wellbeing activities and specialist lessons via SEESAW.

From Monday 11 May there will be 1 x Morning Message (SeeSaw) and 2 x Webex Meeting

Morning Messages will still be uploaded to SeeSaw. Teachers will outline Learning Tasks for the day and post details of the scheduled Webex Meetings. Learning task reflections that will be a focus during the **Afternoon Webex Meeting** will be identified and students should know ahead of time what they will be asked to share.

Morning Webex Meetings will be scheduled for the morning between 8.30 and 10.00. This is an opportunity for a wellbeing check-in as well as other creative ways staff can connect with our students. This should run for approx. 20 minutes. After the whole class morning meeting, teachers will invite 5 or so students to hang around so they can talk to them in a more personalised and individualised manner. This is an opportunity to support students' wellbeing and learning.

Afternoon Webex Meetings will be scheduled any time after 12.00 pm. This is where students can discuss learning tasks with their teacher or peers. They might be used for clarifying task expectations, sharing their work for the purposes of peer feedback, answering teacher questions or receiving teacher feedback on their learning tasks.

The specific and constructive feedback provided from teachers to students during this session will complement the feedback and comments on other SeeSaw learning tasks for that day.